

**Comprehensive Safety Action Plan Development Services
Request for Proposal
Iowa County Engineers Association**

Introduction

The Mahaska County Road Department is interested in entering into a professional services contract with a firm to provide comprehensive safety action plan development services. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

Mahaska County was awarded \$2 million Federal-aid funds through the USDOT competitive grant program Safe Streets and Roads for All (SS4A) for FY22. Additionally, \$500,000 in State funds is available for the local match. The project is to develop Comprehensive Safety Action Plans that meet the technical requirements laid out in the SS4A grant program (e.g., a Vision Zero plan or similar plan) for 97 Iowa Counties. The goal of a Comprehensive Safety Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region.

In order to ensure compliance with all applicable Federal Regulations in the consultant selection process, FHWA authorization, and the preparation and administration of the consultant contract, all work must comply with Iowa DOT I.M. 3.310 Federal-aid Participation in Consultant Costs.

Scope of Services

The selected contractor will be responsible for working collaboratively with Mahaska County, the Iowa County Engineers Association, and county stakeholders to develop a Comprehensive Safety Action Plan for 97 counties in the state. All 97 Comprehensive Safety Action Plans must be complete within two (2) years of the signed Grant Agreement, which was executed July 27, 2023. The contractor will provide technical assistance, expertise, and guidance in the following areas:

1. Conduct a baseline assessment of the current safety situation in each county, including any existing safety plans or studies, analysis of crash data, identifying high-risk areas, and prioritizing safety issues.
2. Engage county stakeholders, including local government officials, law enforcement, emergency responders, community members, and other relevant stakeholders to identify locally specific safety concerns.
3. Plan development using inclusive and representative processes. Underserved communities are identified through data and other analyses in collaboration with appropriate partners.
4. Develop strategies and action plans for each county based on the assessment findings and stakeholder input.
5. Provide engineering services for the development of the action plans, including the implementation and prioritization of the strategies within the action plans, and developing

performance measures, identifying resources, and establishing potential implementation timelines.

6. Identification of potential implementation funding sources.

Contract Information

Negotiation with the top selected consultant will commence upon notice that the selection process is completed. It is anticipated the Professional Services Agreement will be a Cost Plus Fixed Fee contract.

General Requirements

The consultant and their subconsultants are required to be prequalified as defined in the Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, for the duration of the contract. Failure to remain prequalified during the contract may result in cancellation of any remaining portion of the contract.

Disadvantage Business Enterprise (DBE) Goal

This project has a 5% DBE goal. Proposals that do not meet the DBE goal or provide sufficient documentation of a good faith effort to meet the goal will not be considered. A list of certified DBE firms may be found at <https://secure.iowadot.gov/DBE/Directory/Index/>.

Proposal Evaluation Criteria

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

- 25% Experience of the organization: Proposals will be evaluated on their experience as it pertains to the scope of this project.
- 25% Technical expertise and experience: Proposals must provide descriptions and documentation of staff technical expertise and experience pertinent to this project.
- 20% Clarity and feasibility of the proposed methodology and approach.
- 20% Proposed timeline for completing the project and ability to meet key milestones and deliverables.
- 10% Relevant completed projects in Iowa and other states with similar scope.

The selection committee reserves the right to waive oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate.

Proposal Requirements

Please provide the following information in the order listed:

1. A cover page that must provide adequate information to clearly identify the submittal is for the **Comprehensive Safety Action Plan Development Services** along with the replying firm and an email for the point of contact for the firm.
2. Include your firm's approach to addressing the identified tasks and your understanding of the project's scope. Briefly discuss examples of similar projects the members on your team have completed in the past ten years. This listing should be limited to the most applicable projects.
3. Include the name, qualifications, experience, office address and availability of the contract manager. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by Mahaska County.
4. Include experience and qualifications for any sub-consultants to be used and work they will perform. All work outsourced or contracted to meet requirements must be clearly stated in the proposal and include a name of the firm, description of work outsourced, and information related to the evaluation criteria.
5. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
6. A proposed timeline for completing the project, including key milestones and deliverables.
7. The location of the office where the majority of work will be performed.
8. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
9. References from at least three clients who have received similar services from the firm.
10. Include a statement that the consultant will meet the DBE goal. If the consultant cannot meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal, and if submitted, will not be considered. Inclusion of promotional literature of a general nature will also not be considered in the selection process.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to **15 pages**, single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, appendices, etc.

The electronic proposal must be submitted via email to lindsey.schroeder@iceasb.org. An email will be sent confirming receipt of the proposal.

Proposals are due by 3:00 pm on Wednesday, August 30, 2023.

Any technical questions or questions regarding this RFP shall be submitted via email to lindsey.schroeder@iceasb.org. Any questions about this RFP must be received by noon Wednesday, August 23, 2023. All questions and answers regarding this RFP will be sent to all responding applicants as they are received.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

Public Records Law

Mahaska County will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. Mahaska County's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination

Mahaska County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416.

References

Iowa DOT I.M. 3.310 Federal-aid Participation in Consultant Costs

PPM 300.04 – Prequalification of Architectural, Engineering and Related Professional and Technical Firms (<https://iowadot.gov/projectdev/300.04.PDF>)